



ACA/NR GPC



Supporting Soldiers Through Contracting

PURPOSE WHY AM I HERE?

Army regulation requires all cardholders and billing officials to receive annual refresher training. Failure to comply will cause the account to be suspended.



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DOC CONTACT INFORMATION

- Jerlene Dodd, Program Manager 526-6594
- Angelina Sanchez, A/OPC 526-6595
- Jacque Woodward, A/OPC 526-4452
- James Moreno, A/OPC 526-3837

Website: www.carson.army.mil/doc/gpcp.html

ADDITIONAL CONTACTS

- OSJA - CPT Lauren Doyle 526-6462
- DOIM - Ms. Doris Davis 524-0911
- IPBO - Mr. William Edwards 526-3508
- Envisions - Ms. Franci Whitcum



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TOPICS

- Trends
- Responsibilities (CH/BO)
- Span of Control
- Mandatory BPA
- Purchasing Procedures
- Split Purchases
- Prohibited Items
- Training requests
- Care review





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“GPC TRENDS”

1. BO Not Certifying
(Suspended)
2. CH Not using TL
(Suspended)
3. Illegal Purchases (CID)
4. Not Posting On PB



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CARDHOLDER (CH) RESPONSIBILITIES

- CH's are required to approve their purchases by the 22nd of each month.
- It is NOT the responsibility of your billing official to do this for you.
- It is mandatory for CH's to use the electronic transaction log.



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BILLING OFFICIAL (BO) RESPONSIBILITIES

- Must certify their accounts by the 24th of each month.
- Must review CH transactions and ensure all purchase documentation is complete and accurate.
- If the BO approves the CH purchases the BO must also certify the acct.
- If the account is not certified it becomes delinquent.



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SPAN OF CONTROL

- BO's can not have more than seven cardholders.
- BO's must appoint an alternate billing official for their accounts to be opened.





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ENVISIONS AND MANDATORY BPA's USING DOD E-MALL FOR OFFICE SUPPLIES

- Envisions is the preferred source for office supplies and JWOD items.
- If Envisions doesn't have the item you must use the DoD Email, Army BPA's.

<https://email6.prod.dodonline.net/main/>

You **may not** go to local businesses such as Walmart or Office Max for office supplies without approval from a member of the GPC team.



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PURCHASING PROCEDURES

- FC 68-7 MANDATORY for all purchases and must be signed by the billing official PRIOR to making purchase.
- Use of the transaction log is MANDATORY for all purchases



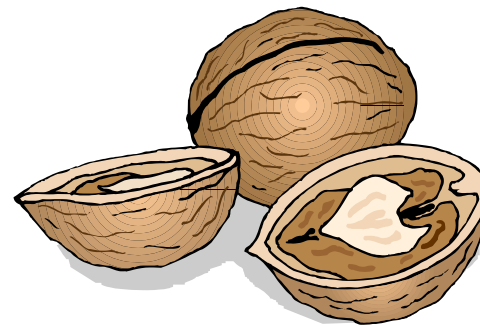
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SPLIT PURCHASE

IN A NUT SHELL:



- IF YOU KNOW YOUR REQUIREMENT IS MORE THAN \$2,500 AND YOU PURCHASE ANYWAY, YOU ARE DOING A SPLIT PURCHASE.
- IT DOES NOT MATTER HOW YOU SPLIT THIS UP, IT IS STILL ILLEGAL.



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Split Purchases

Examples of Split Purchases or Split Requirements include the following:

- A single Cardholder making multiple purchases from the same merchant on the same day, the total of which exceeds the single purchase limit and **the total requirement was known at the time of the first purchase.**



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SPLIT PURCHASES (CONT'D)

- A single Cardholder purchasing the same/similar item(s) from multiple merchants on the same day, the total of which exceeds the single purchase limit and the total was known at the time of the first purchase.



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SPLIT PURCHASES (CONT'D)

- Multiple cardholders under the same supervision/approving official purchasing the same/similar item(s) the same day or in a compressed timeframe when the **total requirement is known at a given time and exceeds the single purchase limit**



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SPLIT PURCHASES (CONT'D)

- A single Cardholder making multiple purchases of similar items from the same or multiple merchants over a period of time when the **total requirement was known at time of the first purchase and the value exceeds the single purchase limit.**



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PROHIBITED ITEMS

1. Cash Advances
2. Rental of Motor Vehicles (Unless waiver is received)
3. Rental or Lease of Land or Buildings (Excluding Conference Facilities)
4. Flags and Guidons (AR 840-10)
5. Purchase of Airline, Bus, Train, or other Travel Related Activities



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PROHIBITED ITEMS (CONT'D)

6. Purchase of Food to include Meals, Drinks, Lodging, or other Travel or Subsistence Cost
7. Purchase of Gasoline or Oil for Government or Privately owned vehicles
8. Repair of Government Vehicles (GSA Vehicle)
9. Construction Services over \$2,000
10. Personal items (e.g. gifts, coffee pot, microwaves, refrigerators, entertainment, clothing, mugs, hats, t-shirts, jewelry, etc.



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PROHIBITED ITEMS (CONT'D)

11. Printing or Copying from off post facilities (PL 102-392 and 44 USC 501)- The GPC must be used at the Post Printing Facility except when granted a written waiver from the Fort Carson Defense Printing Automated Service, Bldg 1550
12. Holiday Items (e.g. any gifts, costumes, candy, greeting cards, wrapping, ribbon, etc)
13. Telephone Calls
14. Water
15. Explosives, propellants and pyrotechnics
16. Items for any Organizational Activities, e.g. paper plates, plastic ware, cups, grills, etc.



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U.S. Bank C.A.R.E. Transaction Management

File View Help

Managing Accts Cardholder Accts **Transactions** Transaction Log

Select transaction to view detail. **Selecting a Reject Reason Code will display the legend** Acting on behalf of Cardholder? No

Account Number: Account Name: Cycle Date:

▲ Status	Trans. Date	Merchant	City	State	Amount	Rejected	Reject Reason	Purchase ID
Approved	06/09/2006	OFFICE DEPOT #226	COLORADO S	CO	36.73			340969603
Approved	06/05/2006	FALCON LABORAT	719-520-1551	CO	619.80			
Approved	06/02/2006	ENVISIONXPRESS	7195768135	CO	218.21			
Approved	05/30/2006	PICTURE HANG SOL	919-942-8780	NC	145.23			1
Approved	05/31/2006	DAPS - WESTERN R	187-7327722	CA	410.35			571BJ0615002
Approved	05/30/2006	DAPS - WESTERN R	187-7327722	CA	1141.95			571BJ0614602
Approved	05/30/2006	DAPS - WESTERN R	187-7327722	CA	399.00			571BJ0614602
Disputed	05/27/2006	SHAMROCK BREWM	PUEBLO	CO	20.59			
Disputed	05/26/2006	PIZZA HUT #821821	719-391-1200	CO	21.90			018
Disputed	05/27/2006	SAFEWAY STORE 0	FOUNTAIN	CO	3.87			000000000000
Approved	05/26/2006	BELLA ART & FRAM	MONUMENT	CO	785.00			2
Disputed	05/25/2006	A.A.F.E.S.F.T.C.-S	FT CARSON	CO	15.00			14692835
Disputed	05/25/2006	7-ELEVEN 21967	COLORADO S	CO	18.26			9500049096
Approved	05/19/2006	BEST BUY	00002 COLORADO S	CO	119.99			

View All Search

Transaction Detail Additional Trans. Detail Trans. Line Item Detail Log Detail Log Line Item Detail

Status: **Approved** Merchant Name: **OFFICE DEPOT #2269**

Transaction Date: **06/09/2006** Dispute Reason:

Posting Date: **06/12/2006** VISA Description:

Processed By:

06/22/2006

Transaction Amount: **36.73**

Allocation Details:

▲	Accounting Code	Amount	Percent
Default		36.73	100.00

Approve Dispute Reallocate Reject



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File View Help

Managing Accts Cardholder Accts **Transactions** Transaction Log

Select transaction to view detail.

Selecting a Reject Reason Code will display the legend

Account Number: Account Name: Cycle Date: Acting on behalf of Cardholder? No

Status	Trans. Date	Merchant	City	State	Amount	Rejected	Reject Reason	Purchase ID
Pending	07/17/2006	IMPAC REBATE-THANK Y	00000	D	-245.05			
Pending	07/03/2006	TARGET 00000943	RAPID CITY	SD	72.99			
Pending	07/03/2006	ORANGE JULIUS Q06	RAPID CITY	SD	9.07			
Pending	07/03/2006	WAL-MART #1604	RAPID CITY	SD	75.16			
Pending	07/03/2006	GENERAL STORE	RAPID CITY	SD	10.81			
Pending	07/03/2006	SHELL OIL 52515220240	PHILIP	SD	9.00			
Pending	07/03/2006	OLDE GLORY FIREWORK	NEW UNDERWOOD	SD	257.01			
Disputed	07/03/2006	ORANGE JULIUS Q06	RAPID CITY	SD	9.07			
Disputed	07/03/2006	WAL-MART #1604	RAPID CITY	SD	75.16			0703061604
Disputed	07/03/2006	GENERAL STORE	RAPID CITY	SD	10.81			
Pending	07/03/2006	SHELL OIL 52515220240	PHILIP	SD	9.00			18548605804
Pending	07/03/2006	TARGET 00000943	RAPID CITY	SD	72.99			0000000000000000
Disputed	07/03/2006	OLDE GLORY FIREWORK	NEW UNDERWOOD	SD	257.01			
Approved	06/29/2006	ENVISIONXPRESS	7195768135	CO	2416.65			
Approved	06/26/2006	ENVISIONXPRESS	7195768135	CO	2250.00			S1S4
Approved	06/24/2006	SAFEWAY STORE000281	COLORADO SPR	CO	106.52			0000000000000000
Approved	06/23/2006	ENVISIONXPRESS	7195768135	CO	2498.29			
Approved	06/23/2006	ENVISIONXPRESS	7195768135	CO	1007.11			
Approved	06/23/2006	ENVISIONXPRESS	7195768135	CO	317.08			
Approved	06/23/2006	ENVISIONXPRESS	7195768135	CO	405.00			
Approved	06/21/2006	ENVISIONXPRESS	7195768135	CO	1164.74			
Approved	06/21/2006	ENVISIONXPRESS	7195768135	CO	51.70			
Approved	06/21/2006	ENVISIONXPRESS	7195768135	CO	2489.84			
Approved	06/20/2006	AAFES FT CARLSON SHO	FT CARLSON	CO	38.28			17238865
Approved	06/20/2006	ENVISIONXPRESS	7195768135	CO	1350.00			
Approved	06/20/2006	ENVISIONXPRESS	7195768135	CO	2250.00			
Approved	06/21/2006	T AND T ENGRAVING	719-6322780	CO	37.50			188062119040001

View All Search

Transaction Detail Additional Trans. Detail Trans. Line Item Detail Log Detail Log Line Item Detail

Status: Pending Merchant Name: IMPAC REBATE-THANK YOU

Transaction Date: 07/17/2006 Dispute Reason:

Posting Date: 07/17/2006 VISA Description:

Processed By: H600LTX1

07/18/2006

Transaction Amount: -245.05

Allocation Details:

Accounting Code	Amount	Percent
Default	-245.05	100.00

Approve Dispute Reallocate Reject



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PROHIBITED ITEMS (CONT'D)

- **NOTE:** When confronted with a suspect buy, it is a cardholder's obligation to ensure they confirm with their technical sources the proposed purchase is consistent with current policy regarding that type of item or service



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TRAINING

Use of the GPC for training above \$2,500 must be off the shelf training: courses, training conferences,
Or instructional services that are:

Regularly scheduled

Available to the general public

Priced the same for everyone



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TRAINING (CONT'D)

- Training requests greater than \$2,500 will be written, routed and approved through the Contracting Office **PRIOR** to training,
- Approval will be required 30 days prior to training requirement.
- Requests/Approval will not be given over the phone.



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TRAINING (CONT'D)

The following information must be included in each written request:

1. Type of training
2. Vendor's name
3. Date of training
4. Total cost of training/cost per individual
5. Name of cardholder
6. Commanders approval for training
7. Number of individuals to be trained





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- CARE REVIEW
- US Bank training website
<https://wbt.usbank.com>

password changes every 60 days

Call US Bank for updated password





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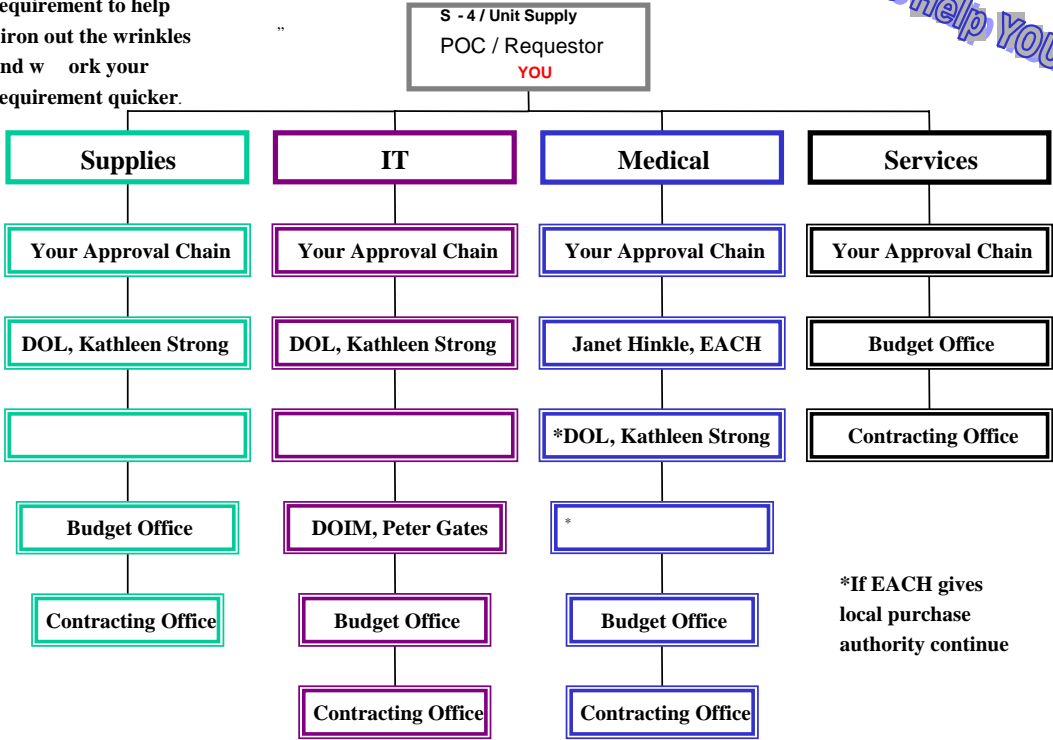
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Get Contracting
involved early in your
requirement to help
"iron out the wrinkles"
and work your
requirement quicker.

Approval Routing Chain Purchasing Supplies or Services

"Help US to Help YOU!!"
Motto





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Additional Guidance/Helpful Info

1. Once a need is determined it needs to be routed for approval through one of above listed activities for approval before submitting to Contracting through PRWeb (AcquiLine).
2. Before forwarding to contracting you must complete **market research** in order to adequately project all associated costs. DO NOT ask for quotes, or hold until you have quotes, that is our job. Ensure your PR has an adequate description of what you want. A good way to check and see if the description is adequate is to run what you want past someone not involved in the request and see if they think they could make the purchase based on what you've provided.
3. If you believe that your recommended source is the only one that can provide what you need or you have requested a Brand Name, a sole source/brand name justification must be attached to the PRWeb. These can also be advertised as "an equal" and you will be asked to review quotes received to ensure item meets your needs.
4. Priorities/DPAS Ratings. There are no DPAS ratings currently assigned to Fort Carson. Any rating other than Priority 13 must have the required justification attached to the PRWeb.
5. IAW FAR 19.502 (and several laws), acquisitions between \$2,500 and \$5M are automatically reserved exclusively for small business concerns and shall not be set-aside for Large Business unless there is not a reasonable expectation of obtaining offers from 2 or more responsible small business.
6. IAW FAR 5.203, requirements over \$25K MUST be posted on the Internet for 5-10 days.
7. When in doubt please call Contracting 6-5035 or come by and visit.
Services > 100K, Chief, Service Division
Supplies (all \$ amount) & Services < \$100K, Chief, CI/P Branch



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QUESTIONS

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